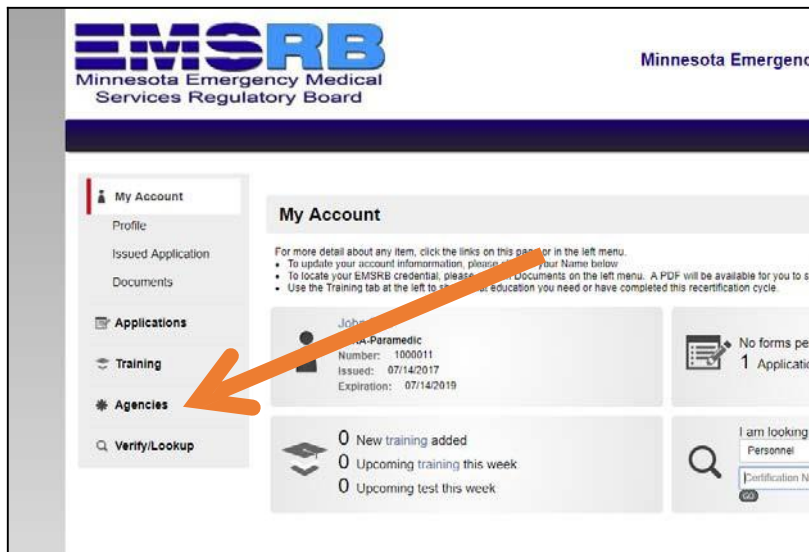


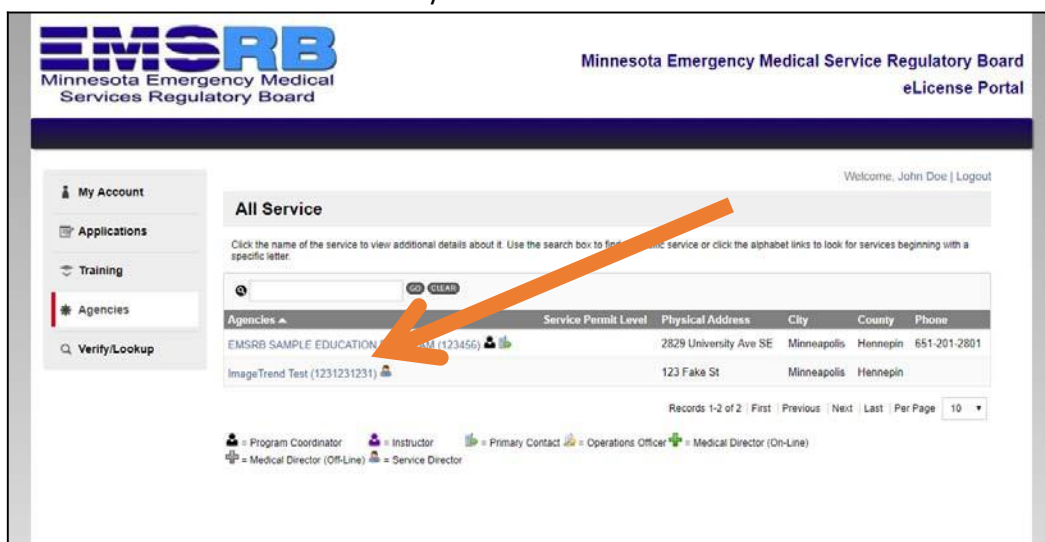
## Cooper/Sams Claim Credit Application Instructions

Each year through the Cooper/Sams Volunteer Ambulance Award Program, all Ambulance Services in Minnesota are able to submit their rosters of eligible personnel to receive a credit for their service over the past year. Eligible personnel are ambulance attendants, drivers, or ambulance service medical directors or medical advisors who were paid less than \$8,109.00 Please follow the below steps to claim longevity credits for all eligible members of your service.

1. Login to the **eLicensing Portal** at the following link: [eLicensing Portal](http://emsrbmn.mn.gov) (or visit <http://emsrbmn.mn.gov>).
2. Select **Agencies** along the left sidebar.

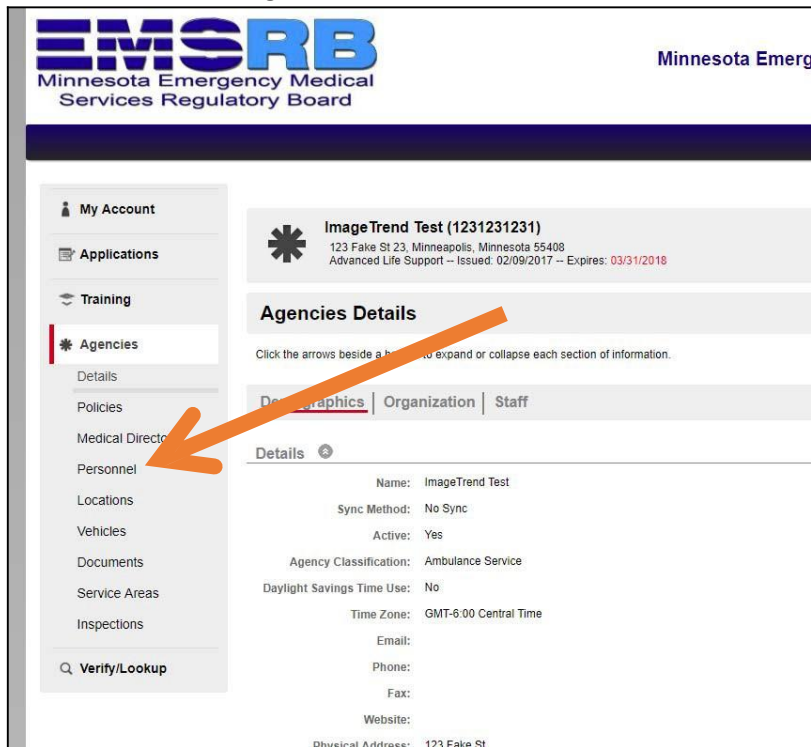


3. Select the name of the service that you wish to claim credits on behalf.



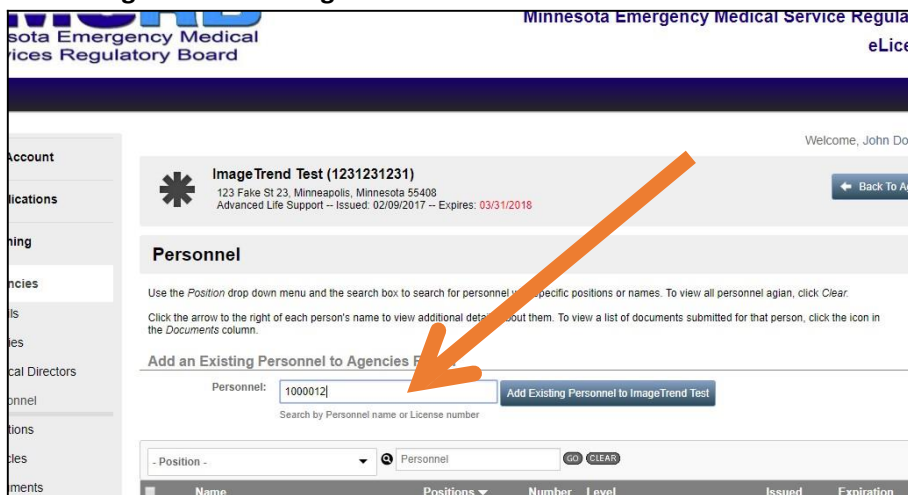
*The Mission of the EMSRB is to protect the public's health and safety through regulation and support of the EMS system.*

4. Select **Personnel** along the left sidebar.

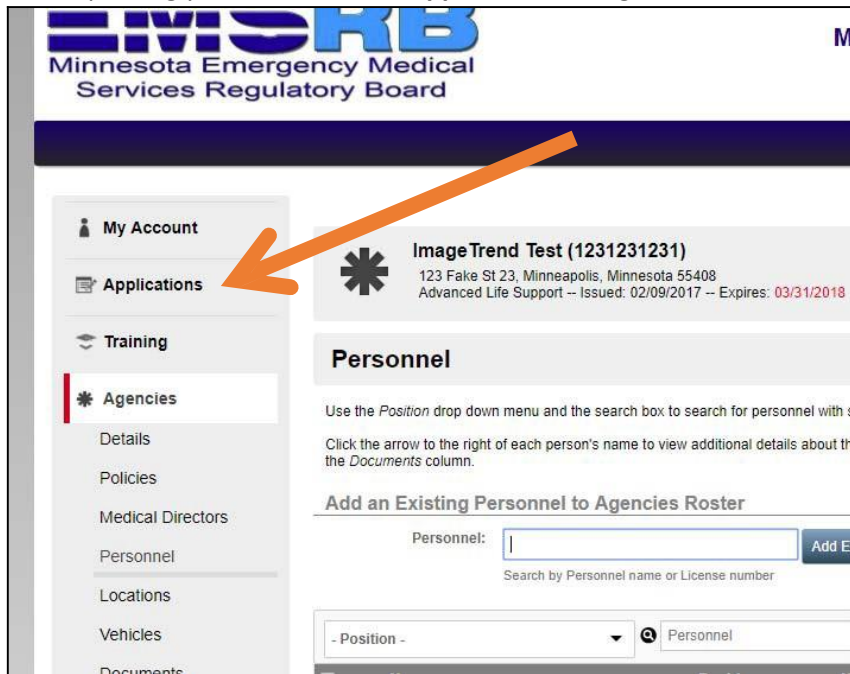


5. On the **Personnel** page, review the roster of your agency. If your roster is up to date, please skip steps 6 and 7. To add a member of your service, please follow the steps below.

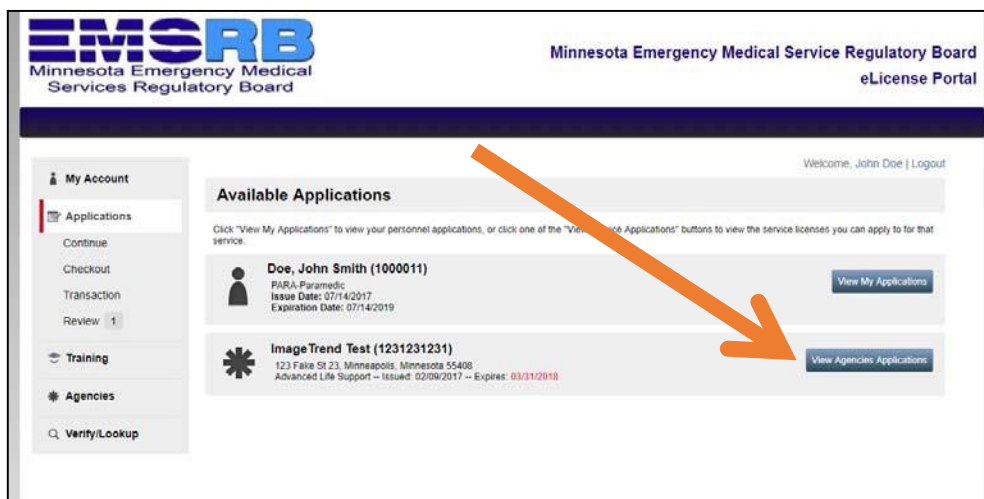
6. Enter the EMSRB number of the individual (but do not hit the enter key) in the box below **Add an Existing Personnel to Agencies Roster**.



7. Wait for the name to populate and select the individual. Afterwards, select the **Add Existing Personnel to “Your Service”** Button. Repeat step 6 and 7 until all eligible personnel are included on your online roster.
8. After updating your roster, select **Applications** along the left sidebar.



9. Select the **View Agencies Application** button next to the name of the agency that you wish to claim credits on behalf.



10. Select the **Apply Now** button next to the **Cooper Sams Longevity Credit Submission Application**.

11. Check the box next to all eligible individual's names. As a reminder, eligible personnel appeared on your roster between July 1 of last year and June 30 of this year, and has not been paid more than \$8,109.00 during that time.
12. After checking each individual, next select the **Submit** button at the bottom of the application.

After successfully submitting the application, you should receive a confirmation email informing you your application has been submitted. Please retain a copy of this email for your records.

If you have any questions while completing the above steps, please contact our main office at (651) 201-2801 or by email at [emsrb@state.mn.us](mailto:emsrb@state.mn.us).